

## Spreadsheet forms simplify data collection

**Pop Quiz**

Name

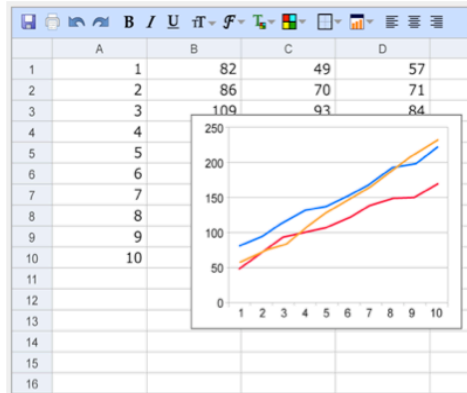
Question 1: What is the official language of Brazil?

Question 2: Which country follows the United States and China in total number of Internet users?

☐ Germany  
☐ Japan  
☐ India  
☐ United Kingdom  
☐ France

Question 3: Why did John Steinbeck use a pearl to symbolize something in the book The Pearl?

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- Create a survey or poll in a few easy steps
- Your respondents' data appears in your spreadsheet as they fill it out

Google Doc Forms

## Forms: Creating forms

You can create a form from the Docs list or from any spreadsheet.

### Creating a form from your Docs list:

1. Click **New > Form**
2. In the form template that opens, you can add any questions and options you'd like.
3. Click **Email this form** once you've finished adding your questions.
4. Add the email addresses of the people to whom you want to send this form.
5. Click **Send**.

### Creating a form from a spreadsheet:

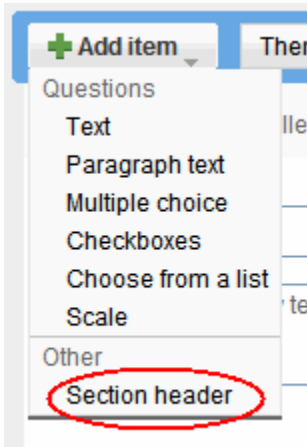
1. Click the **Form** drop-down menu and select **Create a form**.
2. In the form template that opens, you can add any questions and options you'd like.
3. Click **Email this form** once you've finished adding your questions.
4. Add the email addresses of the people to whom you want to send this form.
5. Click **Send**.

# Forms: Editing forms

## Add items to your form

You can add different types of questions to your forms by clicking **Form** in your spreadsheet and **Add item** at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance.

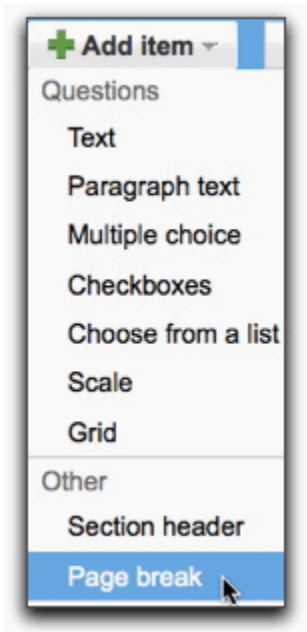
Add section headers if you'd like to divide your form in sections to make it easier to read and complete. Simply select **Section header** from the **Add item** drop-down menu.



Each section header can have a title, which appears in a larger font, and a section description.

## Adding pages and allowing navigation to a specific page

If you've created a long form, for example, and would like to make it easier for your respondents to fill it out, you can add page breaks. From the **Add item** drop-down menu, select **Page break**.



Once you've created a form with multiple pages, you can add different sets of questions based on a previous answer within the form, and allow people to skip irrelevant sections. For example, you can create a form asking

your respondents to select their language and then direct them to questions written in their language.

Simply add a multiple choice question to your form, and select the option labeled ‘Go to page based on answer.’ The option to allow people to go to a specific page within the form is available for multiple choice questions only.

## Your form questions

Here are some of the things you can do with your questions:

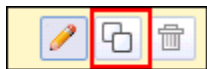
- **Edit:** To edit an existing question, just click the **Edit** button to the right of the question you want to edit.



- **Delete:** To delete a question, click the **Delete** button to the right of the question you want to delete.



- **Duplicate:** To quickly duplicate a question, click the **Duplicate** button to the right of the question you want to duplicate.



## Embedding a form

If you’d like to embed your form in a website or blog, after you create and save your form, click the **More actions** drop-down menu at the top of the form, select the **Embed** option, and paste the URL into your site or blog.



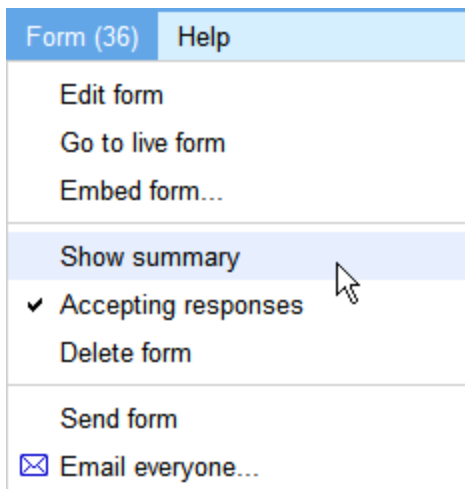
### Editing tips:

- You can edit the confirmation message that people filling out your form see after submitting their responses. Click the **More actions** drop-down menu at the top-right of the form, and select **Edit confirmation**.
- If you’ve edited a form and need to send it again, click the **Edit and resend** button in the lower-left corner of the **Share** tab.

## Forms: Viewing form responses

To see the spreadsheet with the form responses, click **See responses** at the top-right of the form and select **Spreadsheet**. It’s a good idea to use the same name for the form and the spreadsheet, so you can quickly find both of them in your Docs list.

To quickly see how many users filled out a form and what their responses are, you can check the response summary. From your spreadsheet, go to **Form > Show summary** to view it.

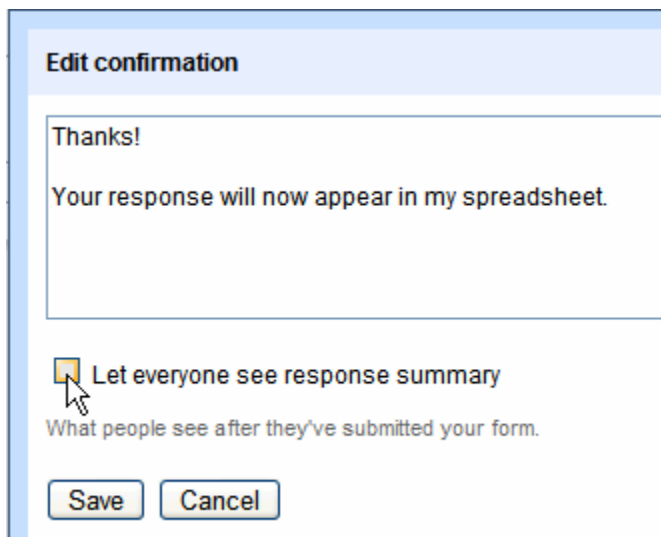
A screenshot of a Google Forms menu. The menu is titled 'Form (36)' and 'Help'. It contains several options: 'Edit form', 'Go to live form', 'Embed form...', 'Show summary' (highlighted with a mouse cursor), '✓ Accepting responses', 'Delete form', 'Send form', and '✉ Email everyone...'.

Form (36)	Help
Edit form	
Go to live form	
Embed form...	
Show summary	
✓ Accepting responses	
Delete form	
Send form	
✉ Email everyone...	

The response summary page opens in a new window.

**Note:** As you're reviewing the responses, keep in mind that you can't prevent users from submitting a form more than once, so the same person may have submitted multiple responses. If you use Google Apps, however, you can choose to record the email addresses of people who fill out your form, and then easily identify any duplicate responses.

You can allow those who filled out your form to see a summary of the responses. Select the option 'Let everyone see response summary' in the 'Edit confirmation' window to make the summary viewable to everyone.

A screenshot of the 'Edit confirmation' dialog box. It has a title bar 'Edit confirmation'. Inside, there's a text area with 'Thanks!' and 'Your response will now appear in my spreadsheet.' Below this is a checkbox labeled 'Let everyone see response summary' with a mouse cursor pointing to it. Under the checkbox is the text 'What people see after they've submitted your form.' At the bottom are 'Save' and 'Cancel' buttons.

<b>Edit confirmation</b>
Thanks!
Your response will now appear in my spreadsheet.
<input type="checkbox"/> Let everyone see response summary
What people see after they've submitted your form.
Save Cancel

If you'd like to print your form responses summary, open your browser's **Print** menu.

### Editing the spreadsheet with the responses

Here are some changes you can make to the spreadsheet:

- Insert columns to add your own content, such as calculations, notes, or lookups, next to form responses.
- Insert rows at the top, below the column headers and above the area where data is collected. The form responses will always be inserted in the first available row.
- Insert new sheets or move sheets. Responses will continue to be automatically entered in the same sheet.

## References:

Forms: Creating forms

<http://docs.google.com/support/bin/answer.py?hl=en&answer=87809>

Forms: Editing forms

<http://docs.google.com/support/bin/answer.py?answer=141062>

Forms: Viewing form responses

<http://docs.google.com/support/bin/answer.py?answer=139706>

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